

~~CONFIDENTIAL~~

J13

1 September 1960

MEMORANDUM FOR: Chief, Analysis Branch

SUBJECT : Use of Revised ISC, Modification of Intellofax System
and Discontinuance of the Coding of Finished Intelligence

1. The Assistant Director has approved the adoption of the revised ISC in a modified Intellofax System to become effective as soon as possible. He has also approved that Finished Intelligence no longer be coded into the Intellofax System as well as indexed in the IPI. Copies of both papers involved are attached as Enclosures 1 and 2 for your information and use in revising your operational assignments and procedures.
2. The coding of Finished Intelligence into the Intellofax System will be discontinued effective 1 September 1960.
3. In order to begin implementation of the modified Intellofax System, it will be necessary to begin immediately the training of your analysts on a scheduled basis. The three phase program which we agreed upon is attached as Enclosure 3.
4. The hours spent in training will be made up in part by discontinuing the coding of Finished Intelligence. The balance of the training hours will have to be made up by overtime work on Saturdays so as to prevent the build-up of backlogs. If we are to change over to an improved Intellofax System which will better meet the needs of CIA and the intelligence community, each one of our analysts must be prepared to work a little harder, be more alert, be flexible to changing situations and be amenable to working several Saturdays during the next three or four months.
5. I am thoroughly convinced that if all of us connected with the Intellofax System try conscientiously to make the modifications effective and do our job of "input" in a uniform and practical manner, that "Intellofax" may well become known in the intelligence family as the model system of information storage and retrieval.

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Chief, Document Division

Enclosures (3)
As stated above

cc: AD/CR
Chief, Control Branch

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